



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310-5000

REPLY TO
ATTENTION OF

IMSE-BRG-EEO

15 July 2008

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Equal Employment Opportunities Reasonable
Accommodations for Individuals with Disabilities

1. References:

a. US Army Installation Management Command-Southeast Region (IMCOM-SER), Equal Employment Opportunities Reasonable Accommodations for Individuals with Disabilities, 1 April 2008.

b. 29 U.S.C. 791, The Rehabilitation Act of 1973, as amended;

c. EEOC Policy guidance on Executive Order 13164; Establishing Procedures to Facilitate the Provision of Reasonable Accommodation, 20 October 2000;

d. EEOC Management Directive (MD 715), 1 October 2003.

2. This memorandum forwards the guidance from US Army Installation Management Command-Southeast Region, Equal Employment Opportunities Reasonable Accommodations for Individuals with Disabilities dated 1 April 2008.

3. The Installation Management Command, Headquarters, United States Army Garrison, Fort Bragg is committed to the fair and equal employment of individuals with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees may face barriers to employment without the accommodation process.

4. It is the policy of the Installation Management Command, Headquarters, United States Army Garrison, Fort Bragg to reasonably accommodate qualified individuals with disabilities

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unless the accommodation would impose an undue hardship. In accordance with the references, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

5. The enclosed guidance is applicable to all organizational elements and activities that receive operational support from EEO, Installation Management Command, Headquarters, United States Army Garrison, Fort Bragg.

6. Point of contact is the Program Manager for Individuals with Disabilities (910) 396-5214.

2 Encls

1. IMCOM-SER Reasonable Accommodation Policy
2. IMCOM,USAG-Fort Bragg Reasonable Accommodation Flow Chart



DAVID G. FOX
Colonel, Special Forces
Garrison Commander

DISTRIBUTION:

C, D, E (Less Pope AFB)

Department of the Army
US Army Installation Management Command-Southeast Region
1593 Hardee Avenue, SW.
Fort McPherson, Georgia 30330-1057
1 April 2008

IMCOM-SE Memorandum 690-1

Civilian Personnel
**Equal Employment Opportunities Reasonable Accommodations for
Individuals with Disabilities**

History. This is the initial publication of this guidance memorandum.

Summary. This memorandum establishes guidance, procedures and processes for administering the reasonable accommodations for individuals with disabilities program.

Applicability. This guidance applies to all civilian appropriated and non-appropriated fund employees, including those on temporary or term appointments.

Proponent and exception authority. The proponent for this guidance memorandum is Chief, Equal Employment Opportunity, Installation Management Command-Southeast Region.

Suggested improvements. The proponent of this guidance is the Equal Employment Opportunity Office, Installation Management Command-Southeast Region. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, IMCOM-SE (IMSE-EEO), 1593 Hardee Avenue, SW, Fort McPherson, Georgia 30330-1057.

DISTRIBUTION. This memorandum is available in electronic media only and is intended for Installation Management Command-Southeast Region Garrisons. Point of contact will be the SER Disabilities Program Manager, Ms. Joyce Martin at 404-464-0159, or email: joyce.martin@forscom.army.mil.

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1. PURPOSE. These procedural requirements provide guidance for the implementation of References a through f, as identified below.

2. APPLICABILITY. This guidance is applicable to all organizational elements and activities that receive EEO operational support from the US Army Garrison EEO offices.

3. AUTHORITY.

a. 29 U.S.C 791 Section 501, 504 and 508 of the Rehabilitation Act of 1973, as amended;

b. Department of Defense Directive 1440.1, The DoD Civilian Equal Employment Opportunity (EEO) Program, 21 May 1987 (Certified Current as of 21 November 2003);

c. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988; and

d. Executive Order 13164 of 26 July 2000, "Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation."

4. REFERENCES.

a. 29 U.S.C. 791, The Rehabilitation Act of 1973, as amended;

b. The Americans with Disabilities Act of 1990, Titles I and V, as amended;

c. EEOC Policy guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation dated 20 October 2000;

d. EEOC Enforcement Guidance: Reasonable Accommodation and Undue hardship Under the Americans with Disabilities Act, October 2002;

e. EEOC Enforcement Guidance: Disability-Related Inquiries and Medical Examinations of Employees Under the Americans with Disabilities Act (ADA), 27 July 2000;

f. EEOC Management Directive (MD) 715, 1 October 2003; and

5. DEFINITIONS.

a. Decision Maker (DM). The management official who will make the determination as to whether and to what extent reasonable accommodation will be effected by the involved work unit of the requesting employee in accordance with guidance found in paragraphs 6 and 7 below. A selectee will normally be received/processed by the designated selecting official or the next level of supervision in the selecting chain of command. A request for reasonable accommodations submitted by an employee will be normally received/processed by the employee's immediate supervisor or the next level of supervision in the employee's chain of command.

b. Individual With Disability Program Manager (IWDPM). The EEO Officer will select the installation IWDPM. The Garrison IWDPM will provide information, guidance and assistance to managers, employees and selectees related to EEOC guidelines regarding disabilities and reasonable accommodations.

c. Essential Functions. Those job duties that are so fundamental to the position that the individual holds or desires that he/she cannot do the job without performing them. A function can be "essential" if, among other things: the position exists specifically to perform that function; there are a limited number of other employees who could perform the function; or the function is specialized and the individual is hired based on his/her ability to perform it. Determination of the essential functions of a position must be done on a case-by-case basis so that it reflects the job as actually performed, and not simply the components of a generic position description.

d. Individual With Disability. One who

(1) has a physical or mental impairment which substantially limits one or more of the person's major life activities;

(2) has a record of such an impairment; or

(3) is regarded as having such impairment.

e. Qualified Individual with a Disability. A qualified person with a disability is an individual with a disability who is otherwise qualified or capable of doing the essential functions of a job with or without a reasonable accommodation.

